



REQUEST FOR COUNCIL ACTION

MEETING DATE: January 3, 2023

PREPARED BY: Human resources

AGENDA ITEM: Promotion of deputy city clerk and recruitment approval for administrative assistant I

PREVIOUS ACTIONS:

Motion to authorize staff to begin the recruitment process for the deputy city clerk position in the Administration Department due to the retirement of Kimberly Greninger, with an effective date of January 20, 2023.

RECOMMENDED COUNCIL ACTION:

Motion to approve the promotion of Jamy Hanson to the position of deputy city clerk with an annual salary of \$83,324.83, effective January 23, 2022 subject to a 6-month probationary period. All required screenings have been successfully completed.

Motion to authorize staff to begin the recruitment process for the administrative assistant I position.

COMMENTS:

Jamy has served with the City of Maple Grove since 2018 where she started as a customer service rep, and was then promoted to administrative secretary. Jamy holds a Bachelor's Degree in Business Administration Studies from North Dakota State University. We are excited to have Jamy continue to be an integral member of the administration team in this new role.

ATTACHMENTS:

None.